



# **NORTH CAROLINA**

Department of Transportation



# DCE Meeting

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# AASHTOWare

- New software that NCDOT is implementing to manage/track contract information. Web based application
- 2 modules – Preconstruction and Civil Rights and Labor (CRL)
- First up – Contractors will begin using Bid Express software to bid on projects. This transition will occur prior to June 2019.
- Contract Standards and Development is working to test new software and will be sending information as we move along
- Actively learning the certified payroll piece.
- Interested in RE offices/contractors who will pilot program on federal contracts
- Future – Have the ability to monitor all sub payments, DBE commitments, certified payrolls electronically

A screenshot of the AASHTOWare Project login interface. It is a light gray rectangular box. Inside, there are three input fields: 'Username' (a text box), 'Password' (a text box), and 'DOT Active Directory' (a dropdown menu). Below these fields is a blue button with the text 'Log On' in white.

v3.01.164.01

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# Reporting – CCU

- 1446B Report – Quarterly
- SAF Review – Monthly
- 12 Month Warranty – Quarterly
- Final Estimate Status Report – Quarterly
- Payout Schedules – Quarterly
- Other reports as needed

# 1446B Report

- Newly created report – Started Oct 2018
- Will be sent out quarterly
- Audit results found that there were several FHWA 1446Bs that were not completed within timely manner.
- CCU uses information from HICAMS – Either date of final estimate payment or final statement date is used to evaluate
- After a minimum of 60 days after final estimate payment/final statement date, the contract administration section of FHWA 1446B should be completed
- M&T Certification of materials could take longer
- The report analyzes how long has passed since final estimate payment/final statement date. Anything over 60 days is included on the report to assist Divisions with tracking the time frame.

# SAF Review

- After review of the Federal DBE Report, we took a look at the data for subcontracts that is included in the report. Report is run in April and October of each year. Takes into account added and voided subcontracts in a given 6 month period.
- A review of the data in HICAMS found mistakes in subcontracts that are being approved. These mistakes include incorrect DBE goal amounts entered, goals amounted not being entered, and a number of pending SAFS
- CCU made the decision to begin sending a monthly email to all Resident Engineers of possible errors in subcontract approval.
- The hope is that they can correct the errors in the same DBE report period so not to create large errors in the next report.
- Also incorporated changes in HICAMS so that SAF goal amounts can not exceed total contract amount. Looking at whether or not goals unit price could be changed to 0 and require the RE to enter a value.

# Common Mistakes

Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$12,000.0000	\$12,000.00
2		AST, DOUBLE SEAL	SY	217,525.000	\$0.7200	\$156,618.00
3		EMULSION FOR AST	GAL	119,639.000	\$1.7400	\$208,171.86
4		BLOTTING SAND	TON	20.000	\$1.0000	\$20.00
5		WORK ZONE ADV/GEN WARN SIGN	SF	1,860.000	\$6.0000	\$11,160.00

Subcontracted Items Detail Second Tier History

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
3		EMULSION FOR AST	GAL	100%	<input type="checkbox"/>	50,000.000	1.7400	.1000

Line Code Number	Item Description	Portion (*)	Partial (*)	Sub or 2nd Tier	Quantity	UOM	CP *	DBE/MBE/WBE Unit Price	DBE/MBE/WBE Sublet Amount	Subcontract Unit Price	Total Subcontract Amount
3	Emulsion for AST, Hauling only	*	*	Sub	50,000.000	GAL		\$0.1000	\$5,000.00	\$1.7400	\$87,000.00

Appears to be entered correctly in HICAMS correctly based on the SAF. But, should this have been approved as a partial with a subcontract unit price of \$0.10 per gallon. If the value of work is based on hauling only, then the subcontract unit price shouldn't be entire contract price. If you see a huge variation in unit price and DBE price, then be sure to question it.

# Common Mistakes

Status: Approved	Amount: \$22,080.00	Certification: DBE	<b>Goals Amount: \$26,008,000.00</b>
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Contract Line Items (drag and drop items to be subcontracted):

Line Item	Cont Adj	Description	UOM	Quantity	Unit Price	Amount
1		MOBILIZATION	LS	1.000	\$25,000.0000	\$25,000.00
2		GRADING	LS	1.000	\$107,910.0000	\$107,910.00
3		UNDERCUT EXCAVATION	CY	150.000	\$20.0000	\$3,000.00
4		FND CONDOT MATL MINOR STRS	TON	8.000	\$50.0000	\$400.00
5		18" RC PIPE CULV III	LF	12.000	\$100.0000	\$1,200.00

Subcontracted Items

Line Item	Cont Adj	Line Item	UOM	Cert. %	Partial	Quantity	Unit Price	Goals Unit Price
8		ASP CONC BASE CRS B25.0B	TON	100%	<input checked="" type="checkbox"/>	870.000	8.0000	6,960.0000
9		ASP CONC INTR CRS I19.0B	TON	100%	<input checked="" type="checkbox"/>	350.000	8.0000	2,800.0000
10		ASP CONC SURF CRS S9.5B	TON	100%	<input checked="" type="checkbox"/>	1,540.000	8.0000	12,320.0000

Goals Unit Price was entered as the value of Quantity times Unit Price. This created a \$26,000,000 goals value for one subcontract on a \$500,000 project. The SAF was completed correctly with a goals unit price of \$8.00 / ton as a converted price.

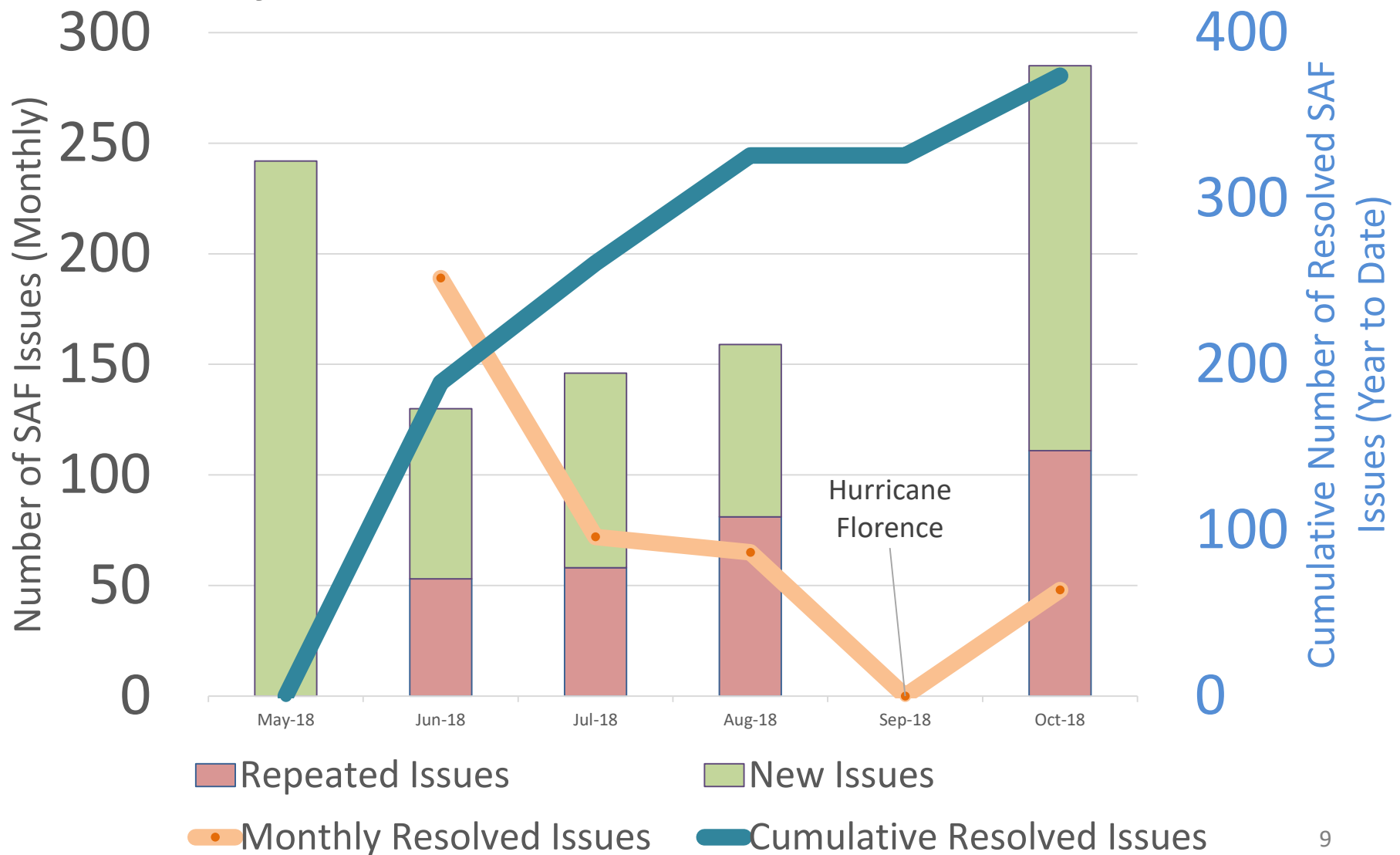


# SAF Review

- We use HICAMS data for all approved SAFs (back to April 2018) when the reports began. Review total amount of subcontract, goals amount, status of SAF.
- Evaluation of the percentage of goals amount to total contract amount.
- Close to 0% usually shows that goals amounts weren't entered (entered as 0 for DBE items)
- Values over 150% are reviewed to see if goals were misentered. Common mistakes are entering of the contract unit price in DBE goals (which the system can default to) or multiplying quantity x unit price and entering it as a total in DBE unit price.
- SAFs that are pending approval are included.
- Resident Engineers, Division Construction Engineers, and Area Construction Engineers are emailed SAFs that need additional review with a quick explanation of what to look at.



# Analysis of SAF Issues/Emails



# Guarantee Warranty / CQI

- Provides a list of projects in the 12 month guarantee will expire within the next 6 month period.
- Report sent quarterly
- Report is generated based on project acceptance dates, ICT acceptance dates, or partial acceptance dates entered on warranty tab in HICAMS. Deck/Rail acceptance dates are removed from the query.
- Used by Division staff and Area Construction Engineers to set up project reviews before the expiration of guarantees
- CQIs should be completed as project reviews are completed. Results should be entered in a timely review, which is taken into account for the CQI report.

# Final Estimate Status Report

- CCU provides summary of final estimates that haven't been closed out
- Quarterly Report
- Division can review and advise if there are extenuating circumstances that need to be known on any projects
- Report is prepared using those comments and evaluating how long between acceptance dates, notification dates, and date report was run

# Processing Estimate Timeframe

- CCU reviewed timeframe for processing estimates
- Estimates paid since Jan 1, 2016
- Resurfacing, Other, and Design Build for C and D contracts
- Final and Partial estimates

# Final Estimates – C Contracts

C Contracts											
Design Build			Other			Resurfacing			All Projects		
# Contracts	Days to Notify	Days to Pay Final	# Contracts	Days to Notify	Days to Pay Final	# Contracts	Days to Notify	Days to Pay Final	# Contracts	Days to Notify	Days to Pay Final
4	200.25	355.75	8	192.00	428.13	1	75.00	99.00	13	185.54	380.54
1	126.00	522.00	7	116.14	218.43	6	61.17	181.67	14	93.29	224.36
2	440.50	533.00	10	290.50	504.20	4	226.00	387.50	16	293.13	478.63
2	535.50	780.50	13	198.77	362.92	2	115.00	929.00	17	228.53	478.65
2	181.50	429.50	9	171.56	634.78	8	159.75	356.13	19	167.63	495.84
2	57.00	138.00	17	71.12	200.65	8	104.00	233.00	27	79.81	205.59
3	120.00	150.33	10	149.40	319.90	16	148.19	232.75	29	145.69	254.28
0			26	168.96	390.04	4	133.25	412.00	30	164.20	392.97
3	276.00	346.67	21	74.33	171.48	8	90.75	540.88	32	97.34	280.25
2	185.00	289.50	22	70.91	190.64	12	83.50	249.25	36	81.44	215.67
6	188.33	287.67	23	210.83	453.78	11	119.09	547.55	40	182.23	454.65
2	251.50	810.00	21	144.05	370.29	21	144.00	463.05	44	148.91	434.55
3	183.67	304.00	20	144.10	516.10	22	62.45	253.36	45	106.82	373.51
6	203.83	287.33	25	116.72	345.16	19	77.47	272.26	50	112.26	310.52
<b>38</b>	<b>218.97</b>	<b>362.08</b>	<b>232</b>	<b>143.42</b>	<b>354.04</b>	<b>142</b>	<b>109.14</b>	<b>341.51</b>	<b>412</b>	<b>138.57</b>	<b>350.46</b>

Sorted by number of # Contracts for All Projects

# Final Estimates – D Contract

D Contracts								
Other			Resurfacing			All Projects		
# Contracts	Days to Notify	Days to Pay Final	# Contracts	Days to Notify	Days to Pay Final	# Contracts	Days to Notify	Days to Pay Final
37	92.81	177.57	15	98.93	171.80	52	94.58	175.90
28	208.50	324.54	25	274.68	399.60	53	239.72	359.94
53	98.96	154.15	7	170.14	237.29	60	107.27	163.85
50	164.82	383.54	14	130.79	310.93	64	157.38	367.66
50	135.12	290.94	15	166.00	313.93	65	142.25	296.25
54	60.63	135.61	19	112.63	170.21	73	74.16	144.62
60	61.45	171.97	17	54.18	130.35	77	59.84	162.78
34	170.12	277.88	44	131.41	259.09	78	148.28	267.28
72	94.71	180.96	7	61.43	143.57	79	91.76	177.65
80	103.51	182.90	14	106.21	191.71	94	103.91	184.21
56	37.30	156.68	48	47.75	171.44	104	42.13	163.49
61	96.66	187.54	50	82.58	162.06	111	90.32	176.06
73	101.85	179.96	47	89.74	209.06	120	97.11	191.36
135	167.68	239.64	19	115.58	198.05	154	161.25	234.51
<b>843</b>	<b>113.19</b>	<b>211.16</b>	<b>341</b>	<b>109.85</b>	<b>216.28</b>	<b>1184</b>	<b>112.22</b>	<b>212.63</b>

Sorted by number of # Contracts for All Projects

# Processing Final Estimate Averages

- Notify Contractor of Final Quantities
  - Central Let Contracts 139 days
  - Division Let Contracts 112 days
  - ALL Contracts 119 days
- Process Final Payment
  - Central Let Contracts 350 days
  - Division Let Contracts 213 days
  - ALL Contracts 248 days



# Final Estimates

- Schedule for Final Estimates after contract acceptance

	Major Contracts	Minor Contracts
Preparation and checking by RE	45 days	30 days
Quality assurance check by Division	15 days	15 days
Total Timeframe for Notification	60 days	45 days

- What can be done to notify contractor of final quantities in quicker timeframe?
- What is holding up closeout conferences?
- Is there something to incentivize contractors to submit final documents in timely manner?
- What else is delaying process?

# Partial Estimates

- Evaluated partial estimates paid since 01/01/2016
- Used 4 days to analyze resurfacing project
- Used 9 days to analyze all other projects
- Compared the estimate thru date to the paid date so if the estimate ran through a non-typical end date, it wouldn't affect data
- Took into account all estimates that were paid after the acceptance date since they were most likely in final estimate review process

# Resurfacing Partial Pay Est

Resurfacing - 4 days approval time			
# Estimates	Paid on Time	% Processed On Time	Average Time Over
156	30	19.23%	6.34
186	45	24.19%	5.92
141	35	24.82%	7.77
123	33	26.83%	12.05
173	50	28.90%	6.74
259	76	29.34%	4.45
151	47	31.13%	5.19
274	89	32.48%	6.54
147	56	38.10%	3.56
86	33	38.37%	4.42
231	96	41.56%	6.59
222	102	45.95%	4.68
97	45	46.39%	3.20
237	124	52.32%	3.78
<b>2483</b>	<b>861</b>	<b>34.68%</b>	<b>5.73</b>

Sorted by % Processed on time

# Other Partial Pay Est

Other Projects - 9 days approval time			
# Estimates	Paid on Time	% Processed On Time	Average Time Over
618	203	32.85%	10.85
29	11	37.93%	2.59
819	374	45.67%	5.98
656	358	54.57%	3.57
798	436	54.64%	4.71
806	446	55.33%	3.28
958	551	57.52%	3.61
559	323	57.78%	4.18
524	310	59.16%	3.94
1056	640	60.61%	2.70
1123	702	62.51%	3.95
584	367	62.84%	3.15
742	475	64.02%	3.47
641	415	64.74%	3.13
1107	737	66.58%	2.52
<b>11020</b>	<b>6348</b>	<b>57.60%</b>	<b>4.07</b>

Sorted by % Processed on time

# Partial Pay Estimates

- Time allowed for partial pay estimates

Contract Type	Processing Timeframe
Minor Projects	2 work days
Other Projects	4 work days
Major Projects that exceed \$25 Million	5 work days

- Minor projects – Resurfacing, Safety, Signing, Lighting, Landscaping, Traffic Signal Installation, Guardrail, Pavement Markings, Bridge Painting, Bridge Replacement, No Plan Projects, Etc.
- What can be done to get payment of estimates out quicker?
- What is delaying process?

# Estimate End Date

- Reviewed end dates for active contracts

7th	15th	22nd	End	Not Assigned	Total	% End of Month
14	12	13	13	0	52	25.00%
12	13	11	17	0	53	32.08%
15	15	13	22	0	65	33.85%
12	19	14	30	0	75	40.00%
8	26	23	41	0	98	41.84%
6	20	5	29	0	60	48.33%
4	15	7	31	0	57	54.39%
4	9	6	30	0	49	61.22%
2	6	8	39	1	56	69.64%
3	7	3	40	0	53	75.47%
2	12	1	59	0	74	79.73%
7	5	2	69	0	83	83.13%
0	9	0	46	0	55	83.64%
0	4	1	66	0	71	92.96%
0	0	0	2	0	2	100.00%
<b>89</b>	<b>172</b>	<b>107</b>	<b>534</b>	<b>1</b>	<b>903</b>	
9.86%	19.05%	11.85%	59.14%	0.11%		

Sorted by % End of the Month

# Partial Estimate Processing Issues/Tips

- Complete all PARS – Close them as they are complete
- Address “Open Issues” in timely manner – Don’t wait until the final
- Enter completion dates for ICTS as they complete – not estimated completion date but the actual ones
- When creating new ICTs – enter complete description of ICT (not just ICT#)
- Provide comments on all contract times that have “Apparent” or “Anticipated” LDs
- Check LS items to ensure that they aren’t overpaid
- Ensure that Emulsion of AST Adjustment is calculated and paid on all AST contracts that have the special provision
- When preparing supplemental agreements, make sure lump sum is only used for lump sum items (IE don’t set up item as lump sum and then pay for it as each)
- Estimates are rejected and REs are emailed if there are questions or if it is unclear how much LDs should be held



# Final Estimate Processing Issues/Tips

- Include DBE Summary Report with Final Estimate assembly. Provide justification for shortfall of commitments. You can check that there are pending payments if payments are going to be required based on payment of the final estimate. Make sure you are submitting Division let DBE Summary reports directly to Office of Civil Rights.
- Make sure Contractor Notification Date is entered prior to forwarding final estimate in HICAMS
- Return all ticketbooks, diaries, and pay record books when closeout conference is complete.
- Design Build projects during activation should have function code 7620. Supplemental Agreement created on DB projects should have function code 79620 associated them as well.
- Winter weather days are only due the contractor when contract is extended past Dec 15 of a given year. Waiver of seasonal limitations is different than granting time. Make sure LDs are going to be waived prior to making recommendation on estimate.
- Make sure all final estimate documents are provided to CCU (email is fine, but please send originals for all C contracts)
- Make sure checks are emailed to CCU (Attention Lamar, Nancy, or Vivian).
- Make sure inspectors are using only pencil in PRB. Division check should be in blue, and CCU check should be in red
- Checks at the Division level should be done. We have seen some recent errors with blue checkmarks but incorrect page totals or information in PRB doesn't match what was paid in HICAMS.
- If pay records are electronic, make sure there is back up documentation (ie calculations) representing how the quantities were measured.
- Use one line per entry in PRB
- Look for rounding and decimal consistency
- As-Builts should have appropriate signatures before sending to CCU

# Audits

- Audits have been performed by Office of Inspector General. Pay record book audits and certified payroll are primary ones CCU has been involved with.
- Came in two “waves” this year, first in June and second in early September. Audits on PIP Rail projects were also done in a separate process
- Auditor requested pay record documentation for 32 samples in June and 80 samples in September. Rail pay record documentation consisted of 3 samples in July
- Auditor requested certified payroll documentation for 77 samples in June and 30 samples in August. Rail certified payroll audit consisted of 17 samples in July.
- No formal results from the audit to date.

# Proposed Training Calendar

<b>October 2018</b>	<b>November 2018</b>	<b>December 2018</b>
DCE Meeting	Webinar – Entering Asphalt Densities	Webinar – HICAMS 101
<b>January 2019</b>	<b>February 2019</b>	<b>March 2019</b>
Webinar – Materials	Webinar – DBE Replacement CAPA Conference Inspector Training	Resident Engineers Workshops
<b>April 2019</b>	<b>May 2019</b>	<b>June 2019</b>
Webinar – Project Closeout	Webinar – RFID Tags	Webinar – FHWA 1391
<b>July 2019</b>	<b>August 2019</b>	<b>September 2019</b>
Webinar – Supplemental Agreements	Webinar – Prompt Payment & Title VI	Webinar – Full Depth Reclamation & CTBC
<b>October 2019</b>	<b>November 2019</b>	<b>December 2109</b>
Webinar – AASHTOWare CRL	Webinar – Counting DBE Participation	Webinar – Final Estimates